

Chief, London Bureau

10 Dec 1948

Chief, FBIS

Spell-out of Figures in Signal Corps Copy

1. It has been called to the attention of this office that Caversham copy transmitted via Signal circuits continues to contain figures in the body of broadcast text. This practice creates a serious danger of erroneous reporting by FBIS which must be avoided.
2. "Field Manual - Processing of Broadcast Material" contains definite instructions to spell out figures except in slug lines. These instructions were pointed out specifically to Chief, London Bureau, in memorandum dated 20 September 1948 and were confirmed and clarified by teletype message October 131500.
3. Failure to conform with instructions from this office and the necessity that such instructions be reiterated are a serious reflection upon the Bureau Chief and the efficiency of his operation. It is desired that no further instances of this nature occur.

L. K. WHITE

PKE/jg

AdmOff

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